

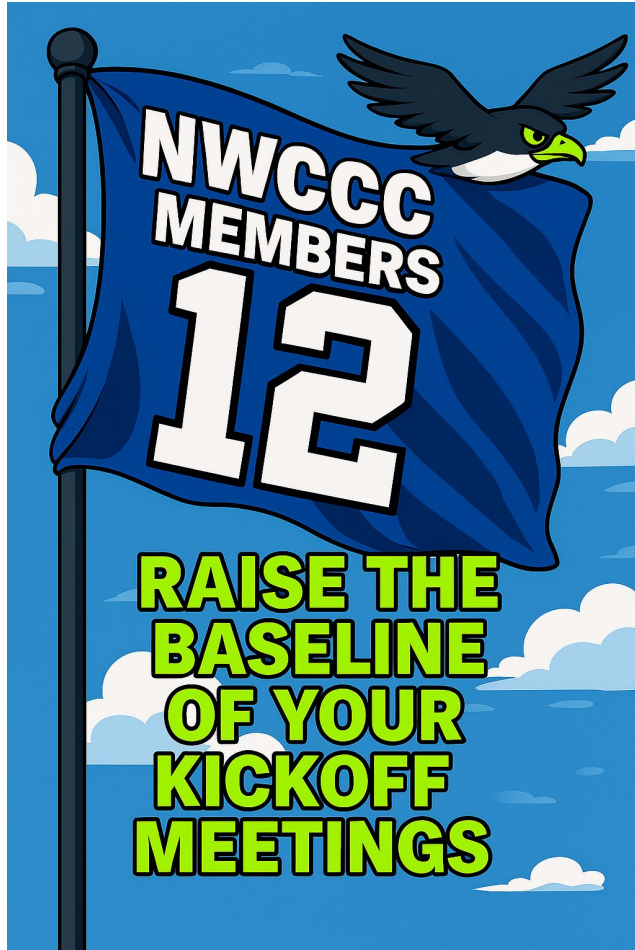
Raising the Baseline for Kickoff Meetings

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June 17, 2025



Agenda



- Who is Cody Nelson?
- Why Kickoff Meetings Matter
- T.R.U.S.T. vs T.R.U.S.T.
- Effective Ice Breakers
- Pair & Share Techniques
- Sample Kickoff Agenda
- Questions

Why Kick Off Meetings Matter!

The Current State of Typical Kickoff Meetings

The Future State of Kickoff Meetings

Per the Project Management Institute, 70% of Projects Fail!

Poor Team **T.R.U.S.T.**

Terribly Planned: No clear objective, no team connection

Robotic: Too much detailed information, lose attention span within the first 5 minutes

Unclear: Roles and expectations not clarified

Siloed: Team members from different work groups, no established connection for communication

Trapped: No team accountability can lead to individual sense of helplessness and feeling of being trapped

Build Team **T.R.U.S.T.**

Time: Take the time to plan

Reaffirmation: Acknowledge that disagreements and changes are going to occur and that's O.K., establish how and when to elevate issues

Understand Roles and Responsibilities: Clear roles and expectations; understand decision authority

Success: Clear vision of individual and team success

Team: Established trust, culture of learning and working well together

Effective Ice Breakers

- **Project Vision Mapping** – Break into small groups and have each team create a visual representation of the project's goals using drawings, diagrams, or sticky notes.
- **Shared Goals Exercise** – Have teams write down their personal and professional goals for the project and find common themes.
- **Team Strengths Showcase** – Each person shares a skill or strength they bring to the project, helping others understand their expertise.
- **Project Timeline Puzzle** – Provide key milestones and have teams arrange them in the correct order to reinforce understanding of the roadmap.
- **Collaboration Bingo** – Create Bingo cards with project-related actions (e.g., "Met someone from another department"). Participants mark off squares as they complete them.



Pair & Share Technique

Pairs report out on each other's professional information, project expectations, a related lesson learned, and what success looks like to them.

Pairing



Sharing



Report Out



Closing & Next Steps



Pair & Share in Action

We Are Going to Practice Pair & Share Right Now!

- 1) Please get paired up with someone you barely know.
- 2) Share your name, your role within your organization, confirm you have joined NWCCC Linked-In, and share the transportation method you took to get here.
- 3) You have 2-minutes to get this completed.

Pairing



Sharing



Report Out



Closing & Next Steps



Pair & Share During your Kickoff Meeting

1. Team members partner with someone they don't know well.
2. Have people go to comfortable spaces to have a conversation, even if that means walking out of the room.
3. Each Pair should cover: *Their name, title, role on the project, project expectations, a related project lessons learned, and what success looks like to them.*
4. Each pair is to take notes for efficient reporting.
5. Have the team sit so they are facing each other.
6. Each person is to report out their partner's information.
7. Facilitator summarizes the Top 3 Themes for Project Success



Sample Kickoff Agenda

Topic	Presenter	Time Allotted
1. Welcome & Ground Rules	Meeting Facilitator/PM	5 minutes
2. High Level Project Overview	PM	15 minutes
3. Pair & Share Ice Breaker	All Attendees	30 minutes
<i>Break – Rearrange Room to form a circle</i>	<i>All Attendees</i>	<i>5 minutes</i>
4. Report Out <i>Each person reports out their partner's Pair & Share Output</i>	All Attendees	50 minutes
5. Review Project Issues Elevation Process	Project Leads	10 minutes
6. Review Top 3 Themes for Success & Next Steps	PM	5 minutes



Questions?

